**Executive Regional Directors**

**Weekly PLC Team Meeting**

**August 29, 2013**

**2-3:30pm**

**Guiding Question:** How do we become a Professional Learning Community (PLC) as we meet the five district goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Be a professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five district goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Finalize Regional Principal/Leadership PLC - Data Wise - who participates? When? (All)
* Address conflicts week of September 16th
* Update on strategic plan:
  + Thematic Academies “picture” (Karen/Mark)
  + PLCs “picture” (Karen)
* Discuss September 30th PIR day plan (Karen)
* Review robotics plan (Karen)
* Review and revise year-long K-12 Leadership PLC - create DRAFT 3 (All)

**Roles for this meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **2:00-2:05** | Review and revise agenda |
| **2:05-2:10** | Reading no reading today |
| **2:10-2:15** | Finalize Regional Principal/Leadership PLC - Data Wise - who participates? When? (All)   * Karen will facilitate separate meetings of Asst Prin/Deans/etc * Heather will facilitate her Region all together * Mark will think about how he will do this * Heather will prepare a notebook template with all materials for Deanna to create for each participant in all regions; Deanna will order books; Deanna will get books and notebooks out to participants by mid-September |
| **2:15-2:20** | Address conflicts week of September 16th – discuss whole facility plan schedule; conflicts will be addressed, we will have to help each other out on occasion filling in for each other |
| **2:20-2:30** | Update on strategic plan:   * Thematic Academies “picture” (Karen/Mark) – review again Sept 11 * PLCs “picture” (Karen) – review again Sept 11 |
| **2:30-2:35** | Discuss September 30th PIR day plan (Karen) -  PLC and Common Core  ***Karen*** will communicate with ALL principals/coordinators the TIGHT:   * Everyone in their building in the morning (8:30-11:30am) * Afternoon is focused on PLC 4 questions (12:30-3:30pm) * Elementary specialists will gather together in their region (see below) to focus on PLC * In regions Elementary Principals will collaboratively create ONE agenda that PLC teams will work on in the afternoon:   + Grade-level teams in buildings   + Elementary specialists     - Elementary librarians     - Elementary health enhancement     - Elementary music teachers (John Combs will collaboratively create this with the elementary principals)     - Elementary school counselors * Middle School specialists will gather together somewhere in the district * Middle School Principals will collaboratively create ONE agenda that PLC teams will work on in the afternoon:   + Art   + Band   + Choir   + Orchestra   + Robotics leaders * High School Principals will collaboratively create ONE agenda that PLC teams will work on in the afternoon for content-area teams |
| **2:35-2:45** | Review robotics plan (Karen) – add to next week’s agenda; Karen will contact Lisa and discuss how we can move forward |
| **2:45-3:00** | Review and revise year-long K-12 Leadership PLC - DRAFT 3   * 6 power standards (review) * Learning targets (review) * Assessment: How will we know they learned it? Deliverables? (review) * Weekly principal meetings – follow up/interventions/enrichment; deliverables (create) * Dates/timeline (create) * Monthly Agendas with activities/protocols: start with Sept 24   ***Karen*** will come up with targets/questions for September individual principal meetings.  Review overall yearlong plan – draft 4 next meeting (9/4); ***Karen*** will put targets and month by month in the template  Next meeting (9/4) we will develop the 9/24 agenda collaboratively:   * Confirm meeting targets * Determine protocols * Develop assessment of learning |
| **3:00-3:20** | Address other items not on agenda:   K-5 Principals, MS Leaders, HS Principals Monthly meetings: agendas? agenda creators? facilitator? notetaker?   * ***Mark*** will create the initial meeting agenda for K-5:   + Plus/Delta for beginning of school   + PLC deliverables – how are the going? Find a protocol   + Review 504 procedures manual from Bea   + Burning issues   + ***Mark*** will be agenda creator/facilitator for K-5; notetaker = ***Heather***   + ***Heather*** will be agenda creator/facilitator for MS; notetaker = ***Karen***   + ***Karen*** will be agenda creator/facilitator for HS; notetaker = ***Heather***    District Coordinator 2x monthly meetings: agendas? agenda creators?  facilitator? notetaker?   * We plan with them what the PLC will look like, determine deliverables, * Our goal will be to create an interdependent team with the coordinators * They are on a leadership team and will be practicing this skill * ***Karen*** will create our first meeting agenda? (9/4):   + What is the role of this leadership team?   + Wrestle with the characteristics of a team and create expectations of them as a team.   + Where do their venn diagrams cross? What are the shared expectations – how are they interdependent?   + ***Karen*** will find descriptions of what members of a leadership team does; jigsaw multiple articles or other protocol    Billie Donnegan/Assessment Practices -  ***Karen*** will bring a proposal next week |
| **3:20-3:25** | Conclude meeting with a summary  Determine items for next meeting agenda  Confirm assignments and next steps |
| **3:25-3:30** | Plus/Delta   * What went well? What might we do differently? * How did we do with following our norms? |